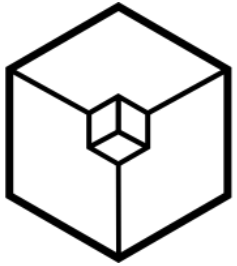




# 2024 LD21C

Information session for candidates

# AGENDA



## FRAMEWORK

RULES-CRITERIA-TIMELINE

...



## IC POSTS

POST DESCRIPTION-COMPETENCIES

...



## YOUR APPLICATION

PROCESS-TOOL-DEADLINE

...

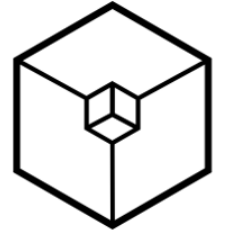


## CCRB

INTERVIEW-COMMUNICATION-  
RECOMMENDATION

...

# LD2IC FRAMEWORK & ELIGIBILITY



FRAMEWORK  
RULES-CRITERIA-TIMELINE

...

## Framework

### [SRR \(R II 1.17 / R II 1.19\)](#)

Staff members are appointed on the basis of a limited-duration contract.

An indefinite contract may be awarded to staff members holding a limited-duration contract, under a review procedure defined by the Director-General.

### [AC No. 2](#)

“The decision to open an IC position is taken by the Director-General on the proposal of the respective Head of Department”.

“The opening of posts with a view to the award of an indefinite contract shall occur within an Organization-wide exercise, which shall be held at least once per year”.

## Eligibility criteria

### Staff members

- who are Member State nationals
- holding a limited duration contract
- ending on 31.12.2024 or later
- having successfully completed their probation period at 31.08.2024
- applying for a post of an equal or higher grade and to a BMJ covering the same grade span or a higher grade span.

# LD2IC RULES AND LITERATURE

- [Administrative Circular](#) No. 2 (Rev. 7)
- [Administrative e-Guide](#) > Indefinite Contract
- [Frequently Asked Questions \(FAQs\)](#)
- [HR website](#)
- [CCM](#) (CERN Competency Model)
- [Indico event \(slides and recording\)](#)

**ADMINISTRATIVE CIRCULAR NO. 2 (Rev. 7)**  
Issued by the Human Resources Department

This administrative circular was examined by the Standing Concertation Committee at its meeting on 17 February 2015.

RULES	Articles S II 1.01 to S II 1.08
REGULATIONS	Articles R II 1.01 to R II 1.26
Applicable to	Staff Members
Date	31 March 2015

Previous text cancelled and replaced by this administrative circular: Administrative Circular No. 2 (Rev. 6) entitled "Recruitment, appointment and possible developments regarding the contractual position of staff members" – January 2015.

**RECRUITMENT, APPOINTMENT AND POSSIBLE DEVELOPMENTS REGARDING THE CONTRACTUAL POSITION OF STAFF MEMBERS**

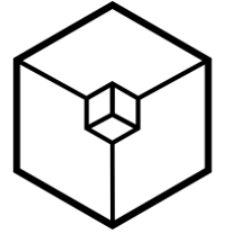
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I. GENERAL PROVISIONS	2
A. Purpose	2
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II. RECRUITMENT AND APPOINTMENT	2
A. Publication of a vacancy notice	2
B. Selection process	2
C. Contract upon appointment	2
III. PROBATION PERIOD	
IV. POSSIBLE DEVELOPMENTS REGARDING THE CONTRACTUAL POSITION	
A. Extension of a limited-duration contract	
B. Award of an indefinite contract	
V. CAREER TRANSITION MEASURES	

ANNEX  
I. Remit and Composition of the Panel for the Award of an Indefinite Contract

1

# LD2IC TIMELINE



FRAMEWORK  
RULES-CRITERIA-TIMELINE  
...

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

Publication of the IC slots (benchmark jobs titles and grades)

Publication of vacancy notices on 01.08

Shortlisting candidates

Candidate information sessions on [13 August](#)

Invitations to candidates

Candidate information sessions on [11 July & 23 July](#)

Application deadline 30.08 noon GVA time

From mid-September to December CERN Contract Review Boards (CCRB) Recommendations to DG

# PERSPECTIVE, VALUE AND MINDSET

## **Perspective**

- Lot of competent and motivated people at CERN – who make CERN; are CERN
- Limited number of IC posts every year – competitive

## **Value?**

- Outcome: long term contract with the Organization
- Value to self: ‘taking stock’ – see what you have achieved, where you go – a moment of pride & reflection on your career so far and the years to come

## **Mindset!**

- Heads up: it can be challenging at times
  - Energy and investment
  - Interactions with team or colleagues
- Stay positive, focused, respectful - and think of the value (independently of the outcome)
- Stay authentic and true to yourself (vs advice; vs ‘trying’/ ‘practising’)

# IC POSTS

Benchmark job (BMJ) Title

Introduction

Functions

Qualifications

Experience and Competencies

Employment conditions

BMJ and Grade(s)



## JOB REQUIREMENTS

Apply to the post(s)  
for which you are qualified

**CERN**

### Site Security Professional (SMB-DI-2018-27-IC)

Geneva, Switzerland

**Job Description**

**Introduction**

In the Site Management and Buildings (SMB) Department\* and Site Management and Buildings Direction (DI) Group you will be responsible for the site security and access control in compliance with the Organization's rules and procedures.

\* SMB department - <https://smb-dsp.web.cern.ch/en>

**Functions**

In close cooperation with other services, inside and outside the Organization, you will:

- Develop the Organization's site security strategy and ensure continuous improvement of the service through specific projects;
- Manage subcontractors (guards, registration, locks and keys services), calls for tenders, contracts and procurement, including quality assurance and audit;
- Act as the interface with external policing bodies in collaboration with the Host-States Relations Service and the Legal Service;
- Ensure compliance with the Organization's rules and procedures for site access to individuals and vehicles and plan special security arrangements for VIP visits;
- Deal with incidents on the CERN site.

**Qualifications**

Master's degree or PhD or equivalent relevant experience in the field of site security or a related field.

**Experience and Competencies:**

You have extensive experience in security management of an industrial site and/or university campus and/or international organization coupled with proven experience in the supervision and monitoring of operational contracts. International experience and protocol experience would be an asset.

**Technical competencies:**

- Customer service
- Media relations
- Contract management
- Process analysis, definition and improvement
- Quality management

**Behavioural competencies:**

- Building Relationships
- Working in Teams
- Working in the Interest of the Organization
- Demonstrating Flexibility
- Demonstrating Accountability
- Managing Self
- Achieving Results
- Communicating Effectively
- Setting Direction

**Language skills:**

Spoken and written English or French; ability to understand and speak the other language in professional contexts. Ability to draw-up technical specifications and/or scientific reports and to make oral presentations in at least one of the two languages.

**Additional information**

**Eligibility and closing date:**

Diversity has been an integral part of CERN's mission since its foundation and is an established value of the Organization. Employing a diverse workforce is central to our success.

Assessment criteria:

Staff members holding a limited duration contract, ending on or later than 31.12.2018, having successfully completed their probation period.

**Closing date for applications: 31.08.2018 at 12:00 pm (noon) Geneva time.**

**Employment Conditions**

Contract type: Indefinite contract.

These functions require:

- Participation in a regular stand-by duty, including nights, Sundays and official holidays
- Residence in the immediate vicinity of the Organization's installations
- A valid driving licence is required.

Job grade: 6-7

Job reference: SMB-DI-2018-27-IC

Benchmark Job Title: Site Security Professional

**I'm interested**



## IC POSTS POST DESCRIPTION-COMPETENCIES

careers.cern/indefinite

# TECHNICAL AND BEHAVIOURAL COMPETENCIES (Cern Competency Model - CCM)

[Download the brochure](#) or [Printer Friendly version](#)

### TECHNICAL COMPETENCIES

have been identified from the main domains of expertise of our Organization. Each domain is further divided into sub-domains with a corresponding list of competencies attached to it.



### BEHAVIOURAL COMPETENCIES

have been defined as the way in which work is carried out and each competency has been illustrated with indicators of effective and ineffective behaviour. The behavioural competencies identified for our Organization consist of ten core competencies applicable to all staff members and five leadership competencies applicable to staff members in corresponding roles. Details can be consulted at [cern.ch/competencies](http://cern.ch/competencies).





# BEHAVIOURAL COMPETENCIES

in IC posts

## EITHER 10 core competencies

You have experience in the field of handling, testing and qualification of ASIC components, you are familiar with modern CMOS wafer handling and wafer probing techniques, and you have demonstrated experience to operate modern wafer probe stations.

Moreover, you are experienced in using the latest Integrated Circuit (IC) assembly techniques: wire bonding, bump bonding, ball grid array (BGA), through Silicon Via.

Furthermore, you have extensive experience of ASIC and semiconductor devices in view of designing PCB's for tests and prototype measurements.

### Technical competencies:

- Testing and measurement of analog microelectronic circuits, in particular measurements of analog and mixed mode ICs at wafer level;
- Testing and measurement of digital microelectronic circuits, in particular measurements of digital and mixed mode ICs at wafer level;
- Knowledge of radiation effects on electronics and mitigation techniques, in particular in the context of qualifying ICs against radiation;
- Packaging of electronic components, in particular for rapid assembly on test boards;
- Layout of electronic test boards.

### Behavioural competencies:

- Building Relationships;
- Working in Teams;
- Working in the Interest of the Organization;
- Demonstrating Flexibility;
- Demonstrating Accountability;
- Managing Self;
- Achieving Results;
- Communicating Effectively;
- Solving Problems;
- Learning and Sharing Knowledge.

### Language skills:

Spoken and written English or French: ability to draw up technical texts in one of the two languages, as well as ability to understand and speak the other language in professional contexts.

### Additional Information

#### Eligibility and closing date:

Staff members holding a limited duration contract, ending on or later than 31.12.2018, having successfully completed their probation period.

Assessment criteria: candidates will be assessed based on the criteria set out in §§ 56 and 62 of Administrative Circular No.2 (Rev. 7).

Closing date for applications: 31.08.2018 at noon (12:00 pm Geneva time).

## OR mix of leadership and core competencies

You have a track record of excellence in calorimetry, solid state detectors, and associated electronic systems.

Furthermore, you have experience in data acquisition hardware and software, detector calibration, and commissioning. Including development of medium/large-scale CDAS systems.

You also have managerial experience in a collaborative project.

Finally, being familiar with analysis tools and statistical methods for evaluating, commissioning and operating systems is an advantage.

### Technical competencies:

- Knowledge and application of calorimetry methods and techniques, in particular bringing detectors from the prototype phase to operation and exploitation;
- Simulation, design and development of trigger, data acquisition chains, in particular for the LHC/HL-LHC environments;
- Simulation, design and development of (parts of) detectors, including understanding impact of performance on physics analysis;
- Knowledge and application of instrumentation and measurement techniques, including laboratory and beam tests, and detector operation;
- Organisation, planning and control.

### Behavioural competencies:

- Bringing the Best out of People;
- Working in the Interest of the Organization;
- Demonstrating Flexibility;
- Leading with Strength and Credibility;
- Achieving Results;
- Communicating Effectively;
- Solving Problems;
- Learning and Sharing Knowledge.

### Language skills:

Spoken and written English or French: ability to understand and speak the other language in professional contexts. Ability to draw-up technical specifications and/or scientific reports and to make oral presentations in at least one of the two languages.

### Additional Information

#### Eligibility and closing date:

Staff members holding a limited duration contract, ending on or later than 31.12.2018, having successfully completed their probation period.

Assessment criteria: candidates will be assessed based on the criteria set out in §§ 56 and 62 of Administrative Circular No.2 (Rev. 7).

## OR 5 leadership competencies

### Experience and Competencies:

You have demonstrated experience in electrical power distribution engineering, leading complex technical activities (e.g. design, operation, maintenance management) related to HV and LV power networks for large industrial sites.

You also have demonstrated experience in leadership with a proven record of technical and managerial achievements in the scope of large size electrical projects, and the ability to lead large teams.

Furthermore, you have extensive experience in defining and implementing safety aspects of large electrical systems.

### Technical competencies:

- Construction, test and commissioning of electrical circuits and networks, including design, installation and operation of high and low voltage electrical distribution networks, substations, switchboards and cabling infrastructures;
- Operation and maintenance of electrical circuits and networks;
- Team management;
- Organisation, planning and control.

### Behavioural competencies:

- Bringing the Best out of People;
- Creating Vision and Strategic Partnerships;
- Leading with Strength and Credibility;
- Optimising Resources;
- Setting Direction;

### Language skills:

Spoken and written English or French: ability to understand and speak the other language in professional contexts. Ability to draw-up technical specifications and/or scientific reports and to make oral presentations in at least one of the two languages.

### Additional Information

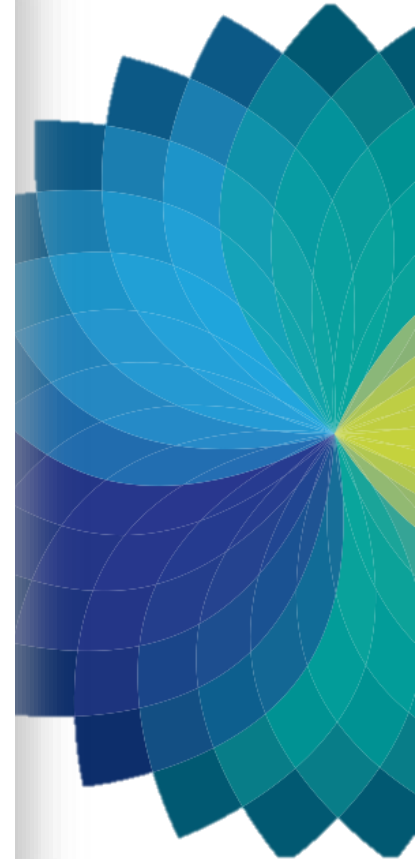
#### Eligibility and closing date:

Staff members holding a limited duration contract, ending on or later than 31.12.2018, having successfully completed their probation period.

Assessment criteria: candidates will be assessed based on the criteria set out in §§ 56 and 62 of Administrative Circular No.2 (Rev. 7).

Closing date for applications: 31.08.2018 at noon (12:00 pm Geneva time)

### Employment Conditions



# YOUR APPLICATION

Some recommendations



YOUR APPLICATION

PROCESS-TOOL-DEADLINE

...



UPDATED CV (pdf)



MOTIVATION and YOUR CURRENT  
FUNCTIONS (pdf, max. 1 page)



Start identifying 2  
REFEREES

**PREPARATION IS KEY**

Prepare everything in advance



**DEADLINE**

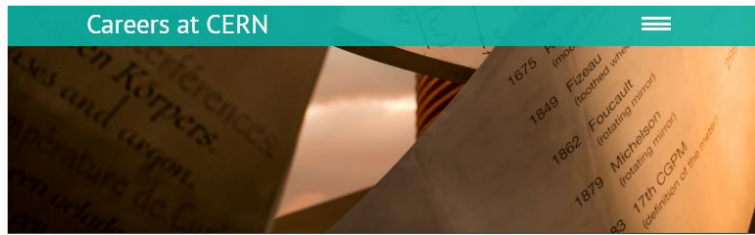
**30 August noon**

Don't leave it until the last minute!

It is your responsibility to submit your application on time

# YOUR APPLICATION

[careers.cern/indefinite](https://careers.cern/indefinite)



Posts opened in view of the award of indefinite contracts

Post Number	Department	Group	Benchmark Job title	N of openings	Grade 1	Grade 2
1	EN	CV	Electromechanical Technician	1	3	4
2	EN	CV	Mechanical Technician	1	3	4
3	EN	CV	Computing Technician	1	3	4
4	EN	EA	Mechanical Engineer	1	6	7
5	EN	MME	Mechanical Technician	1	3	4
6	EN	MME	Mechanical Technician	1	4	5
7	EN	SMM	Mechanical Engineer	1	6	7
8	EN	SMM	Mechanical Technical Engineer	1	4	5
9	EN	SMM	Electronics Engineer	1	6	7
10	EN	EL	Electrical Engineer	1	8	
11	TE	CRG	Electronics Engineer	1	6	7
12	TE	MSC	Applied Physicist	2	6	7
13	TE	MPE	Electrical Technician	1	3	4
14	TE	CRG	Electrical Technician	1	3	4
15	TE	EPC	Electrical Technician	1	3	4



Select the job in the list to open the IC post

**CERN**

**Site Security Professional (SMB-DI-2018-27-IC)**  
Geneva, Switzerland

**Job Description**

**Introduction**

In the Site Management and Buildings (SMB) Department\* and Site Management and Buildings Direction (DI) Group you will be responsible for the site security and access control in compliance with the Organization's rules and procedures.

\* SMB department: <https://smb-dip.web.cern.ch/en>

**Functions**

In close cooperation with other services, inside and outside the Organization, you will:

- Develop the Organization's site security strategy and ensure continuous improvement of the service through specific projects.
- Manage subcontractors (guards, registration, locks and keys services), calls for tenders, contracts and procurement, including quality assurance and audit.
- Act as the interface with external policing bodies in collaboration with the Host-States Relations Service and the Legal Service.
- Ensure compliance with the Organization's rules and procedures for site access to individuals and vehicles and plan special security arrangements for VIP visits.
- Deal with incidents on the CERN site.

**Qualifications**

Master's degree or PhD or equivalent relevant experience in the field of site security or a related field.

**Experience and Competencies:**

You have extensive experience in security management of an industrial site and/or university campus and/or international organisation coupled with proven experience in the supervision and monitoring of operational contracts. International experience and protocol experience would be an asset.

**Technical competencies:**

- Customer service
- Media relations
- Contract management
- Process analysis, definition and improvement
- Quality management

**Behavioural competencies:**

- Building Relationships:
- Working in Teams:
- Working in the Interest of the Organization:
- Demonstrating Flexibility:
- Demonstrating Accountability:
- Managing Self:
- Achieving Results:
- Communicating Effectively:
- Setting Direction:

**Language skills:**

Spoken and written English or French: ability to understand and speak the other language in professional contexts. Ability to draw-up technical specifications and/or scientific reports and to make oral presentations in at least one of the two languages.

**Additional Information**

**Eligibility and closing date:**

Diversity has been an integral part of CERN's mission since its foundation and is an established value of the Organization. Employing a diverse workforce is central to our success.

**Assessment criteria:**

Staff members holding a limited duration contract, ending on or later than 31.12.2018, having successfully completed their probation period.

**Closing date for applications: 21.08.2018 at 12:00 pm (noon) Geneva time**

**Employment Conditions**

Contract type: indefinite contract.

These functions require:

- Participation in a regular stand-by duty, including nights, Sundays and official holidays.
- Residence in the immediate vicinity of the Organization's installations.
- A valid driving licence is required.

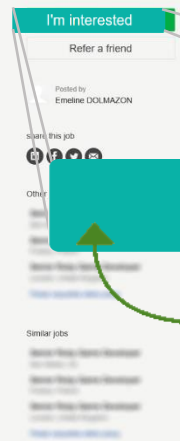
Job grade: 6-7

Job reference: SMB-DI-2018-27-IC

Benchmark Job Title: Site Security Professional

**Please make sure you have all the documents needed to hand as you start your application, as once it is submitted, you will not be able to upload any documents or edit your application further**

**I'm interested**



I'm interested  
Click here!

If no submission within 60 minutes = session will expire = restart  
...  
Be prepared

CV

motivation + description of current functions

# YOUR APPLICATION

Application form – page 1

I'm interested

## Easy Apply

Choose an option to autocomplete your application. You can still fill your profile manually.

~~Browse resumes or just drop it here  
(Optional)~~

~~Apply with Indeed~~

## Personal information

Fields marked with \* are required.



First name \*

Jane



Last name \*

DOE



Email \*

jane.doe@cern.ch



Confirm your email \*

jane.doe@cern.ch



Place of residence

Phone number

+41 078 123 45 67

Use your CERN email address

# YOUR APPLICATION

Application form – page 1

Upload your CV in pdf format

## On the web

LinkedIn

Facebook

X (fka Twitter)

Website

## Resume

[Browse resume](#) or just drop it here

Please leave this empty, it will not be taken into consideration

## Message to Hiring Manager

Let the company know about your interest working there

Next



Next = page 2

# YOUR APPLICATION

Application form – page 2

MOTIVATION /  
CURRENT FUNCTIONS  
labelled  
«motivation\_your  
name»

Add your  
CV labelled  
«CV\_your name»  
here  
if not already done  
on the previous  
page

The following questions will help us in determining your eligibility for the IC post you are applying for, and/or serve for statistical purposes. Only your attachments (CV, current functions & motivation) will be part of your application file and shared with the CCRB board members.

Les questions suivantes nous aideront à déterminer votre éligibilité au poste IC pour lequel vous postulez et/ou serviront à des fins statistiques. Seules vos pièces jointes (CV, fonctions actuelles & motivation) feront partie de votre dossier de candidature et seront partagées avec les membres du conseil d'administration du CCRB.

What is your **CERN ID**? Quel est votre identifiant personnel CERN?

Please indicate your **CERN e-mail address** / Merci d'indiquer votre adresse e-mail CERN:

What is your current **benchmark job title**? Quel est le titre de votre emploi repère actuel? (see/voir: [https://aisdb.cern.ch/pls/htmldb\\_aisdb\\_prod/f?p=158:6:230433272844724::NO::P0\\_LANGUAGE:FR](https://aisdb.cern.ch/pls/htmldb_aisdb_prod/f?p=158:6:230433272844724::NO::P0_LANGUAGE:FR))

I confirm I have provided a **CV** in support of my application / Je confirme avoir fourni un CV en support de ma candidature.  
Confirmed

I confirm I have provided a **short description of my current functions and motivation (max. 1 page)** in support of my application. If not, please attach it below (Additional attachments). / Je confirme avoir fourni un descriptif de mes fonctions actuelles et de ma motivation (max. 1 page) en support de ma candidature. Sinon, veuillez l'ajouter ci-dessous (Additional attachments).

Additional attachments  
Supported files: DOC, DOT, RMR, RSM, RESUME, OXPS, PDF, P7S, AI, RTF, PAGES, GDOC, GSLID, WPD, ABW, MP3, MAA, WAV, PSD, EML, ICAL, ICS, IFB, ICALENDAR, ICS\_RESPONSE, CSV, TXT, T

# YOUR APPLICATION

Application form – page 2

The following questions are solely required for statistical purposes and will have no impact on your application.  
Les informations suivantes sont exclusivement destinées à des fins statistiques et n'ont aucune incidence sur votre candidature.

What is your birth year? / Quelle est votre année de naissance ?

Gender / Genre

Please indicate your CERN Member or Associate Member State (passport) nationality from the list below.  
(you can consult the full list of CERN Member States here: <https://home.cern/about/member-states>)

Veuillez indiquer votre nationalité (passeport) d'un état membre ou associé dans la liste ci-dessous.  
(vous pouvez consulter la liste de nos états membres et associés ici: <https://home.cern/about/member-states>)

If you hold a second nationality (passport), or if you do not hold a CERN Member or Associate Member State nationality, please select from the list below (if applicable).

Si vous avez une deuxième nationalité (passeport) ou si vous n'êtes pas titulaire d'une nationalité d'un état membre ou d'un état membre associé du CERN, merci de sélectionner une éventuelle autre nationalité dans la liste ci-dessous:

-

Back =  
information  
from page 2  
will be lost

BACK

SUBMIT

powered by  SmartRecruiters



# YOUR APPLICATION

Application submitted

The screenshot shows the CERN application portal interface. At the top, there's a navigation bar with 'New', 'In review', 'Interview', and 'Offer' tabs. A modal window is open with the CERN logo and the text 'Application submitted!'. Below this, it says 'Welcome to your Candidate Portal' and lists three bullet points: 'Track the status of your job application', 'Communicate with the hiring team', and 'Manage and access your data'. At the bottom of the modal is a blue button that says 'I understand' and the text 'Powered by SmartRecruiters'. A footer at the very bottom reads 'SMARTRECRUITERS PRIVACY POLICY AND TERMS OF USE'.

Acknowledgement of receipt

Eligibility email

The email header shows: 'From: CERN <notifications@smartrecruiters.com>', 'Sent: Friday, To: >', and 'Subject: LD2IC process - Acknowledgement of receipt application / Accusé de réception de candidature'. The main body of the email contains the following text: 'PLEASE DO NOT REPLY directly to this e-mail. If you have any questions, please contact [Cerb.Planning@cern.ch](mailto:Cerb.Planning@cern.ch)', 'Acknowledgement of receipt- application for position test 16th June 2021', 'La version française suit le texte anglais', 'Dear xxx,', 'Thank you for submitting your application for the position of xxx.', 'Please make sure that you have submitted all required information (CV and motivational statement including current functions) upload by 31 August latest.', 'All applications will be carefully screened over the next weeks. If your eligibility for this position is confirmed, you will receive an email informing you of the next steps.', 'Kind regards,', and 'Your HR team (HR-PXE)'.

The email header shows: 'Subject: LD2IC - your eligibility / LD2IC - votre éligibilité'. The main body contains: 'Dear', 'Thank you for your application for xxxxx.', 'We are pleased to confirm that you are eligible for this IC post.', 'What happens next?', 'You can expect to hear back from us in a few weeks: we will soon review your application and let you know if you will be invited to an interview.', 'Eager to begin preparations?', a bulleted list with links to 'French', 'English', 'selection process', and 'FAQ', and a URL 'https://cds.cern.ch/record/2632584', 'In case you have any questions, I am happy to help.', 'Kind regards,', 'Name', 'HR-PXE', and 'NB: You can check your application status and history at any time at <https://www.smartr.me/>'.

Link to the reference template

Reference template also available on the admin e-guide



# CANDIDATE PROFILE

**Johnny Cruz**  
Business Development Manager at Amgen Inc.  
Sacramento, CA  
Johnny\_Cruz8499@mailinator.com

Send Johnny Cruz a message

**Experience**

- 2000 - Current**  
**Business Development Manager**  
Amgen Inc.  
Launched a fully mobile solution  
Tripled Recruiter productivity  
Increased collaboration with hiring managers
- 1996 - 2000**  
4 years  
**Training Specialist**  
Oaktree Capital Group, LLC  
Developed area budgets in partnership with division leaders  
Reduced total cost of ownership by 50%  
Implemented new client onboarding programs which improved retention by 8%
- 1992 - 1996**  
4 years  
**Marketing**  
Staples, Inc.  
Developed highly scalable SaaS architecture  
Created advanced analytics and deployed to business leaders in 12 countries.
- 1985 - 1992**  
7 years  
**Marketing**  
Abbott Laboratories  
Managed a team of four  
Integrated a marketplace of vendors

**Education**

- 1980 - 1986**  
6 years  
**B.A. - Biology**  
Freie Universitat Berlin

**Product Analyst**  
Burlington, VT • REF39R  
From Default Career Page  
on Jan 31, 2018  
New  
Move forward | Reject

**Attachments**

- \*CV\_Cruz
- \*Motivation\_Cruz

**Other applications**

- Reliability Engineer  
New
- Product Specialist  
Transferred

**Application fields**

Access your application file at any time in SmartRecruiters

# CANDIDATE SHORTLISTING AND INVITATIONS

## Shortlisting criteria:

Candidates whose technical competencies, qualifications and/or professional experience correspond to the requirements stipulated in the indefinite contract vacancy notice are eligible to be shortlisted.

[§ 56 of the Administrative Circular](#) No. 2 (Rev. 7)

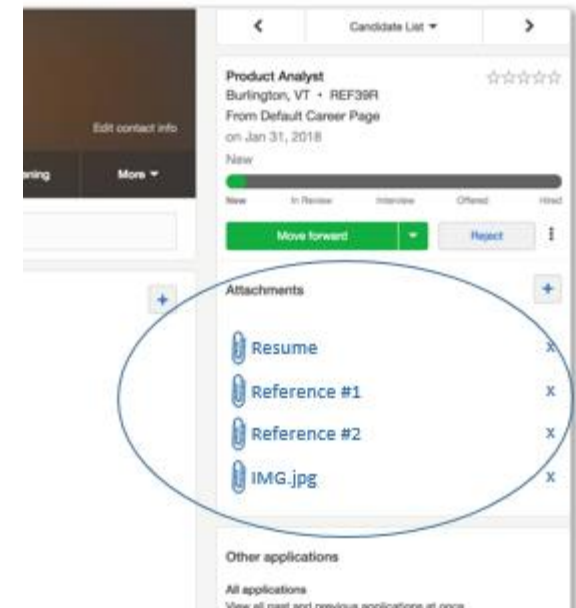
## Next steps if shortlisted:

You will be invited to the related board for an interview. Therefore, the following **documents** need to be uploaded as soon as possible **and no later than 15<sup>th</sup> September (even 9<sup>th</sup> September if interview is planned in September):**

- 3 last performance reports (MERIT and where needed mid/end probation reports)

How?

- By replying to the eligibility or invitation email and attaching the documents to it  
OR
  - By accessing your candidate portal and adding them under “attachments”
- 2 references (see next slides)



# REFERENCES

What is the objective? Have an additional view on your work



## RELEVANT PERSON



1 of the 2 can be external to CERN



Supervisor has already reported on you

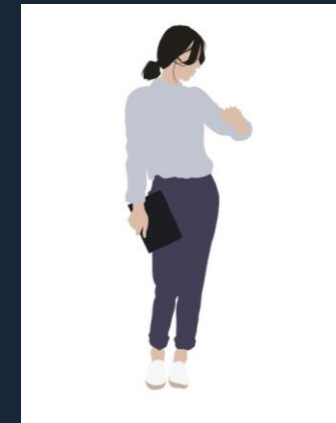


Head of HR Department, Head of the department opening the post, Board Members and Panel Chairperson: not authorized.



## RELEVANT EXAMPLES

Someone who is able to write relevant examples of work situations highlighting your competencies.




## FORMAL DEADLINE

15<sup>th</sup> September at the latest

It is your responsibility to ensure that the references are provided in due time.

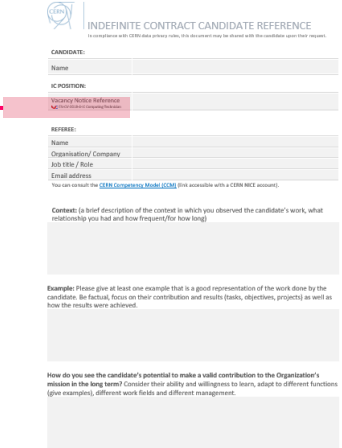
# REFERENCES

x2




VN reference nr ex.:  
EP-XXX-2024-XXX-IC

**VACANCY NOTICE**  
careers.cern/indefinite



**REFERENCE TEMPLATE**  
<http://cds.cern.ch/record/2632584>



**UPLOAD**  
= referee uploads form thanks to  
dedicated link

## REFERENCES : content in brief

1. Reminder of the context explaining the professional relationship between you and the referee (free text area)
2. At least one relevant example (free text area)
3. The referee's opinion on your long-term potential (free text area)
4. A structured table evaluating certain behavioural skills (with at least two areas of strength and one area for development)
5. Additional comments to provide more context on the evaluation



## INDEFINITE CONTRACT CANDIDATE REFERENCE

In compliance with CERN data privacy rules, this document may be shared with the candidate upon their request.

### CANDIDATE:

Name	
------	--

### IC POSITION:

Vacancy Notice Reference <small>e.g. EN-CV-2018-4-IC Computing Technician</small>	
--	--

### REFEREE:

Name	
Organisation/ Company	
Job title / Role	
Email address	

You can consult the [CERN Competency Model \(CCM\)](#) (link accessible with a CERN NICE account).

**Context:** (a brief description of the context in which you observed the candidate's work, what relationship you had and how frequent/for how long)

**Example:** Please give at least one example that represents well the work done by the candidate. Be factual, focus on their contribution and results (tasks, objectives, projects) as well as how the results were achieved.

**How do you see the candidate's potential to make a valid contribution to the Organization's mission in the long term?** Consider their ability and willingness to learn, adapt to different functions (give examples), different work fields and different management.

# REFERENCES: Form

Thinking about the example(s) you provided above, and based on objective observations, please identify at least two areas of strength and two areas of development. Even the best professionals could improve something, please help us make this process more meaningful for everyone, including the candidates.

	STRENGTH	DEVELOPMENT
Was reliable and could be trusted to deliver (mostly on schedule)	<input type="checkbox"/>	<input type="checkbox"/>
Was flexible, adapted to circumstances and was open to integrate other people's views	<input type="checkbox"/>	<input type="checkbox"/>
Was able to build positive working relationships with colleagues and/or clients	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated integrity and good work ethics	<input type="checkbox"/>	<input type="checkbox"/>
Treated everyone respectfully (irrespective of status, gender, nationality and other diversity aspects)	<input type="checkbox"/>	<input type="checkbox"/>
If applicable, demonstrated vision and leadership in their job	<input type="checkbox"/>	<input type="checkbox"/>

Rate between 1 and 10, (10 being the most positive score).

	1	2	3	4	5	6	7	8	9	10	I don't know Not Applicable
<b>I would want the candidate in my team</b> (Please do not consider technical aspects but focus on behavioral aspects)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Additional Comments (feel free to add a general comment or add context on your rating):**

Thanks for your feedback! Please save this reference in PDF and upload it following the instruction in the email you received.

# REFERENCE: PROCESS

Eligibility email from SR includes link to reference template



Candidates are shortlisted



Shortlisting email from SR to forward link to referees



Referees upload the reference



Notification sent to both the referee and the candidate

**CERN Recruitment**

### Reference letter Upload

Welcome to the Careers at CERN Reference Letter Upload page. This page allows you to submit a letter of reference to support the application of the candidate.  
You have been invited to upload a reference letter for **stefano fattori**.

Please be aware that:

- You only need to upload your reference document once per candidate (even if she/he has applied for several positions)
- This document will only be accessible by the CERN Recruitment Service and not by the candidate. All personal data and documents received by the Recruitment Service are handled confidentially.
- CERN only accepts Adobe Acrobat (PDF) documents up to a size of 5 MB. If you don't have a PDF document, [click here](#) to get a list of online sites converting your document to PDF format.
- As soon as the document is uploaded you and the candidate will receive a confirmation e-mail.

**Your email address**  
Enter email

We'll never share your email with anyone else.

**Your full name**  
Enter full name

**Reference Letter (Max. 5MB)**  
Choose File | No file chosen

**Upload**

If you encounter any problem please contact [recruitment.service@cern.ch](mailto:recruitment.service@cern.ch)

Reference Letter upload

**Recruitment.Service@cern.ch**

À moi, au

Dear

This message is to inform you that we have  
This document was submitted by Aurelie CH  
This reference letter will be used purely for  
All personal data and documents received by  
We remind you that it is your responsibility to  
Best regards,  
CERN Recruitment Service

Bonjour

Cet e-mail vous informe que nous avons reç  
Ce document nous a été envoyé par Aurelie  
Veuillez noter que cette lettre sera utilisée ur  
Toutes les données personnelles et les docu  
Nous vous rappelons également qu'il est de  
Meilleures salutations,  
Service de Recrutement du CERN

# COMPLETE IC APPLICATION FOR SHORTLISTED/INVITED CANDIDATES

BY 30.08 AT NOON

BY 15.09 END OF THE DAY

The screenshot shows the CERN IC application form. It includes a CERN logo at the top left. The form contains several sections with questions and input fields:

- Are you currently a Staff member of personnel? / Êtes vous actuellement un membre du personnel Titulaire? \*** (Yes/No)
- What is your person ID? (You can find it under the barcode on your CERN badge - DO NOT USE YOUR CERN ID) / Quel est votre identifiant personnel? (Vous pouvez le trouver sous le code barre de votre badge CERN - N'UTILISEZ PAS VOTRE CERN ID) \*** (Text field)
- As a Staff member, have you completed your probation period? / En tant que membre titulaire, avez-vous complété votre période probatoire? \*** (Yes/No)
- What is your current job title? / Quel est le titre de votre poste actuel? \*** (Text field)
- Please provide your current job title and description. / Veuillez indiquer votre titre de poste actuel et sa description. \*** (Text field)
- What is your motivation for applying for this job? / Quelles sont vos motivations pour cette candidature? (max 1440 chars) \*** (Text field)
- I confirm I have provided a CV in support of my application. If not, please attach it below (Additional attachments). / Je confirme avoir fourni un CV en support de ma candidature. Sinon, veuillez l'ajouter ci-dessous (Additional attachments) \*
- Additional attachments** (Add file button)
- The following questions are solely required for statistical purposes and will have no impact on your application. Les informations suivantes sont exclusivement destinées à des fins statistiques et n'ont aucune incidence sur votre candidature.**
- What is your birth year? / Quelle est votre année de naissance? \*** (Dropdown menu)
- Gender / Genre \*** (Dropdown menu)
- Please indicate your CERN member or associate member state nationality from the list below. (you can consult CERN member states here: <https://home.cern/about/member-states>). Veuillez indiquer votre nationalité d'un état membre ou associé dans la liste ci-dessous. (vous pouvez consulter la liste de nos états membres et associés ici: <https://home.cern/about/member-states>) \*** (Dropdown menu)
- If you hold a second nationality, or if you do not hold a member or associate member state nationality, please select from the list below (if applicable) / Si vous avez une deuxième nationalité ou si vous n'êtes pas titulaire d'une nationalité d'un état membre ou d'un état membre associé, merci de sélectionner une éventuelle autre nationalité dans la liste ci-dessous:** (Dropdown menu)
- By clicking submit I consent to the processing of my personal data for the intention and purposes related to recruitment at CERN. I understand in particular that my application data will be retained by CERN for up to 24 months after the completion of the latest recruitment process I have applied for, with a view to being considered for any suitable vacancy matching my profile, without prejudice to my right to request the deletion of my personal data at any time. For further information please contact recruitment.service@cern.ch.**
- By ticking this box, you certify that the statements made by you in answer to the foregoing questions are true, complete and accurate to the best of your knowledge and belief. Any misrepresentation or material omission you make in the course of its completion may result in CERN's withdrawal of the offer of employment or may lead to disciplinary measures, as applicable. Kindly note that CERN retains the right to verify any document you submit in connection with the application procedure. \*
- BY CHECKING THIS BOX YOU WILL DECLARE THAT YOU READ AND UNDERSTAND THE CERN'S PRIVACY POLICY, AND AGREE TO THE SMARTRECRUITERS PRIVACY POLICY AND SMARTRECRUITERS TERMS OF USE. \*
- Submit** / **Cancel** buttons

Powered by **SmartRecruiters** • Your workspace to find and hire great people. Learn more

APPLICATION FORM



The screenshot shows a candidate profile for Andrew Smith, Employees Business. It includes a profile picture, contact information, and a resume-like layout with sections for About Me, Education, and Experience.

**ANDREW SMITH**  
EMPLOYEES BUSINESS

**INFO**

- Sample your name
- +123 890 123 456
- yourname@gmail.com
- 06-123456789

**POWER CHARGE**

- Philosophy
- Illustrator
- Subdesign
- Adobe Flash

**EDUCATION**

- 2012 - 2015**  
Junior High school  
Lorem Ipsum is simply dummy text reader will be distracted by the readable content.
- 2013 - 2015**  
Junior High school  
Lorem Ipsum is simply dummy text reader will be distracted by the readable content.

**ABOUT ME**

Lorem Ipsum is simply dummy text of the printing and type setting industry. Lorem Ipsum has been the industry's standard dummy text ever since, when an unknown printer, a typesetter, took a galley of type and composed it as a sample text. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset typefaces, which included a library of various dummy text blocks, and the subsequent rise of desktop publishing software like Aldus PageMaker which used versions of Lorem Ipsum.

**EDUCATION**

- 2008 - 2012**  
Junior High school  
Lorem Ipsum is simply dummy text that a reader will be distracted by the readable content.
- 2013 - 2014**  
Junior High school  
Lorem Ipsum is simply dummy text that a reader will be distracted by the readable content.
- 2014 - 2016**  
Junior High school  
Lorem Ipsum is simply dummy text that a reader will be distracted by the readable content.

**EXPERIENCE**

- 2013 - 2015**  
Graphic Design  
Lorem Ipsum is simply dummy text that a reader will be distracted by the readable content.
- 2016 - 2017**  
Graphic Design  
Lorem Ipsum is simply dummy text that a reader will be distracted by the readable content.

CV +

MOTIVATION & DESCRIPTION OF CURRENT FUNCTIONS

my main research interest is the exploration of physics beyond the standard model, with a particular focus on direct searches for supersymmetric particles. In order to best reach these goals, exploiting the full potential of High Luminosity LHC, besides physics analysis I intend to also work on the upgrade of the CMS Level-1 trigger and on the development of software for physics analysis and data reconstruction. I am currently working on the development of the physics analysis software for LHC Run 2 data, the next substantial increase in integrated luminosity will only come at the end of the LHC Run 3, offering a window of opportunity for improving or re-designing the strategy and methods of the analyses. Some specific topics that I would be interested in are the analyses for HII and HII production, and the interpretation of measurements in the Higgs boson sector to set constraints to physics beyond the standard model in context of effective field theories (EFT). These three topics are tightly interconnected, and key in fully understanding the electroweak symmetry breaking, the nature and role of the Higgs boson. The EFT paradigm will also allow for a combined and consistent interpretation of CMS measurements in the Higgs boson, electroweak and top quark physics areas, and combination with constraints from other non-LHC experiments, neither of which is possible with the more restricted paradigm currently being used to probe Higgs boson couplings ( $\kappa$  framework). I could pursue these topics by contributing directly to the analysis, by supervising Fellows and other students, and collaborating with other institutes in CMS. All these topics have also a natural continuation in the physics program for HL-LHC in the longer term, and the CERN LPCC is an ideal context for the development and discussion of global EFT interpretations, with the newly established LHC EFT Working Group.

Among the possible extensions to the standard model, supersymmetry is possibly the best motivated one conceptually and phenomenologically. Thus, early in LHC Run 2, I have worked also on direct searches for supersymmetric particles, and in particular on the challenging compressed scenarios, introducing important improvements to the search strategies and new ideas. More recently I have started a search for short-lived highly-ionizing particles,

The screenshot shows the IC Candidate Reference form. It includes a CERN logo and the title 'IC CANDIDATE REFERENCE'. The form contains a table for candidate information and a section for references.

**CANDIDATE:**

Name	Marylyn MONRCE
------	----------------

**IC POSITION:**

Vacancy Notice Reference	SMB-DI2018-27-IC
--------------------------	------------------

**REFEREE:**

Name	Billy WILDER
Organisation / Company	Hollywood Production
Job title / Role	filmmaker
Email address	Billy.wilder@gmail.com

You can consult the [CERN Competency Model \(CCM\)](#) (link accessible with a CERN NICE account).

**Context: (free text)**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean et nisl ut ligula aliquet efficitur ac vel felis. Nunc tincidunt, justo a pretium gravida, urna est maximus ligula, non commodo lacus lectus non diam. Nam vel velit odio. Suspendisse pulvinar sagittis massa, quis congue nulla tincidunt suscipit. Maecenas et mauris malesuada, lobortis libero vel, ornare est. Vestibulum ultricies condimentum venenatis. Aliquam fermentum, erat sed elementum pharetra, elit nisl tempor lorem, a bibendum enim leo sit amet sapien.

**Example 1:**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean et nisl ut ligula aliquet efficitur ac vel felis. Nunc tincidunt, justo a pretium gravida, urna est maximus ligula, non commodo lacus lectus non diam. Nam vel velit odio. Suspendisse pulvinar sagittis massa, quis congue nulla tincidunt suscipit. Maecenas et mauris malesuada, lobortis libero vel, ornare est. Vestibulum ultricies condimentum venenatis. Aliquam fermentum, erat sed elementum pharetra, elit nisl tempor lorem, a bibendum enim leo sit amet sapien.

**Example 2:**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean et nisl ut ligula aliquet efficitur ac vel felis. Nunc tincidunt, justo a pretium gravida, urna est maximus ligula, non commodo lacus lectus non diam. Nam vel velit odio. Suspendisse pulvinar sagittis massa, quis congue nulla tincidunt suscipit. Maecenas et mauris malesuada, lobortis libero vel, ornare est. Vestibulum ultricies condimentum venenatis. Aliquam fermentum, erat sed elementum pharetra, elit nisl tempor lorem, a bibendum enim leo sit amet sapien.

**Example 3:**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean et nisl ut ligula aliquet efficitur ac vel felis. Nunc tincidunt, justo a pretium gravida, urna est maximus ligula, non commodo lacus lectus non diam. Nam vel velit odio. Suspendisse pulvinar sagittis massa, quis congue nulla tincidunt suscipit. Maecenas et mauris malesuada, lobortis libero vel, ornare est. Vestibulum ultricies condimentum venenatis. Aliquam fermentum, erat sed elementum pharetra, elit nisl tempor lorem, a bibendum enim leo sit amet sapien.

x2

2 REFERENCES + 3 PERFORMANCE REPORTS



x3

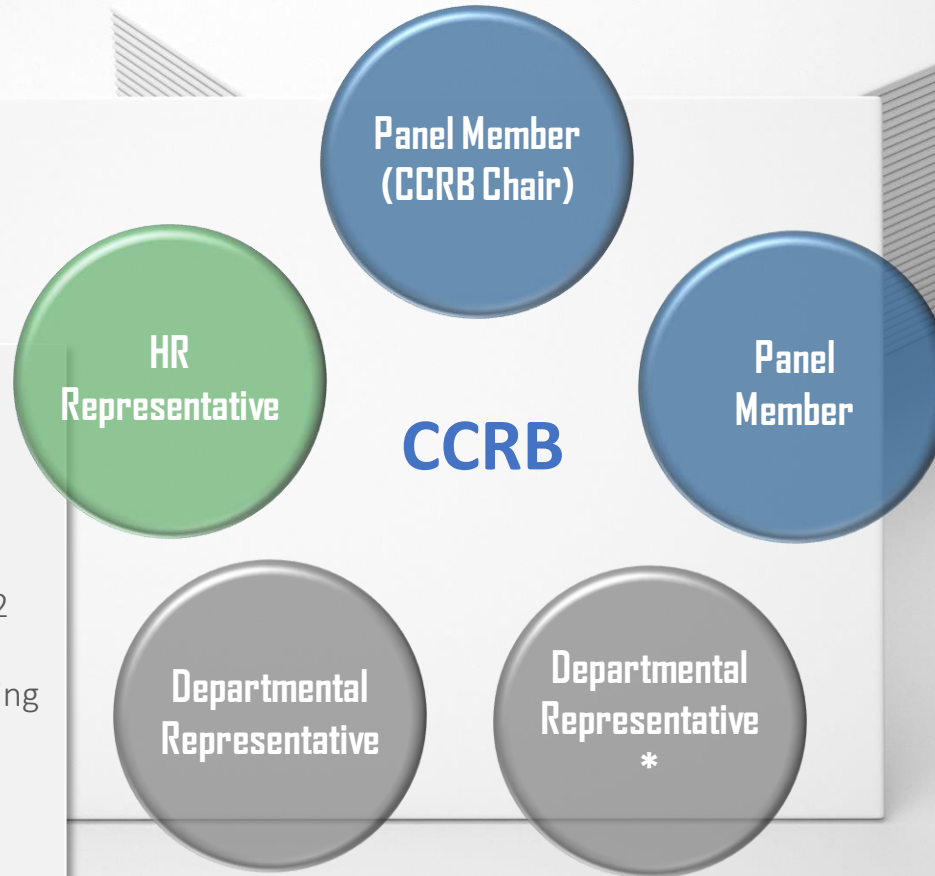


# CERN CONTRACT REVIEW BOARD (CCRB)

## Composition



CCRB  
INTERVIEW-RECOMMENDATION  
...



\* Can be the Group Leader

The applications of the shortlisted candidates shall be examined by a Review Board (CCRB) for the award of indefinite contracts (hereinafter “Review Board”) comprising:

- one or several members of the Panel defined in AC No.2 Annex1;
- one or several representatives of the department opening the post;
- one or several representatives of the Human Resources Department; and
- one or several experts from other departments (as necessary).

# CERN CONTRACT REVIEW BOARD (CCRB)

## Assessment

- Application form
- CV
- Motivation incl. current functions
- Last 3 performance reports



Candidate file



References

### Assessment criteria:

“Shortlisted candidates are assessed and examined against the **technical** and **behavioural competencies** indicated in the **vacancy notice**; and, furthermore, as to whether they possess the requisite **potential** to make a valid contribution to the Organization’s mission in the long-term.”

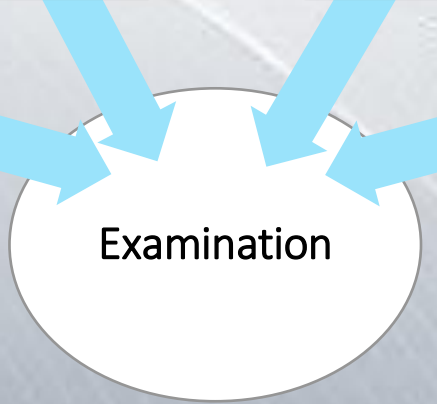
[§ 62 of the Administrative Circular No. 2 \(Rev. 7\)](#)



- ❖ 15' presentation by the candidate
- ❖ 30' Q&A session

Interview

Additional elements (when necessary)

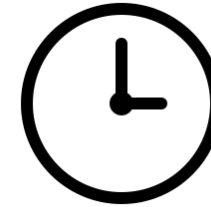
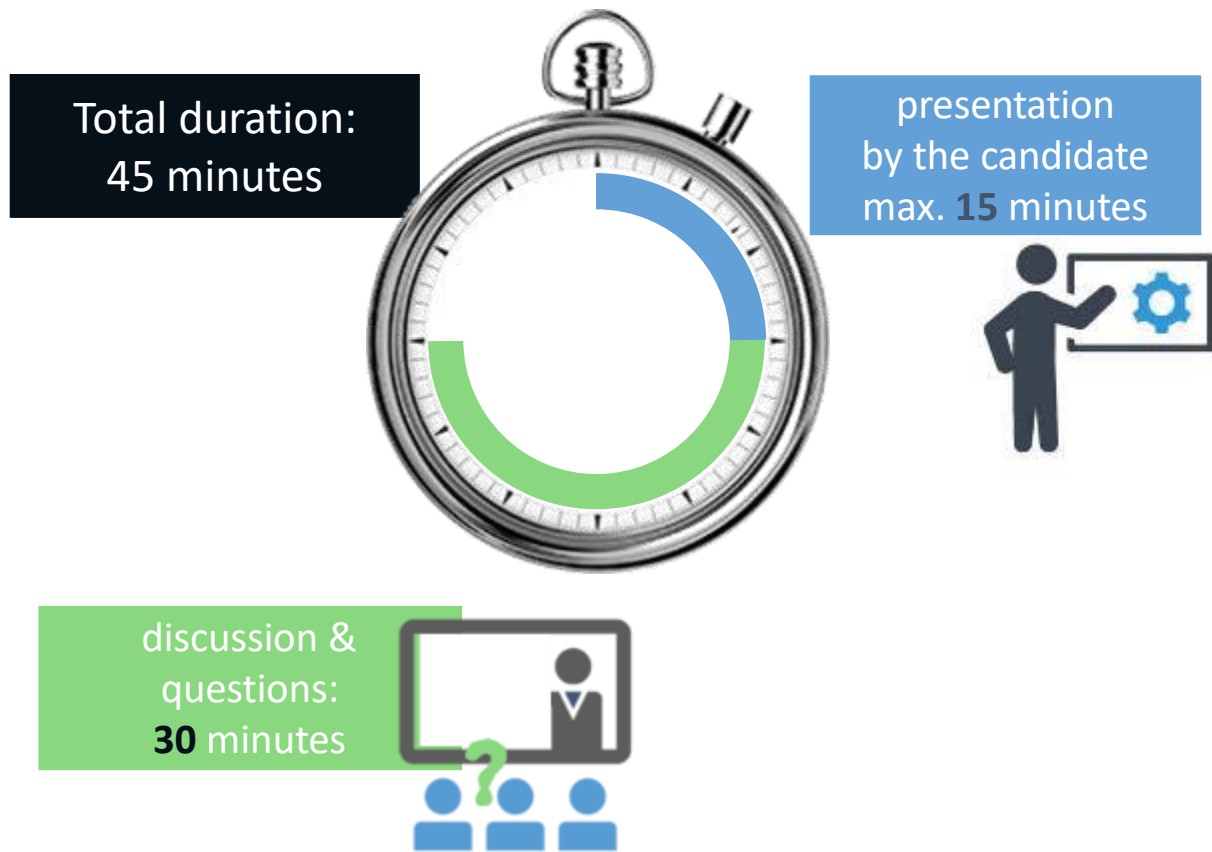


### The examination may also comprise:

- ❖ Individual interviews
- ❖ Additional discussions with candidate
- ❖ Oral, written or practical tests
- ❖ Presentation of a thesis or project documents



# YOUR INTERVIEW (in person)



## TIMING

30 minutes discussion



## LANGUAGES

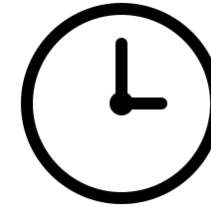
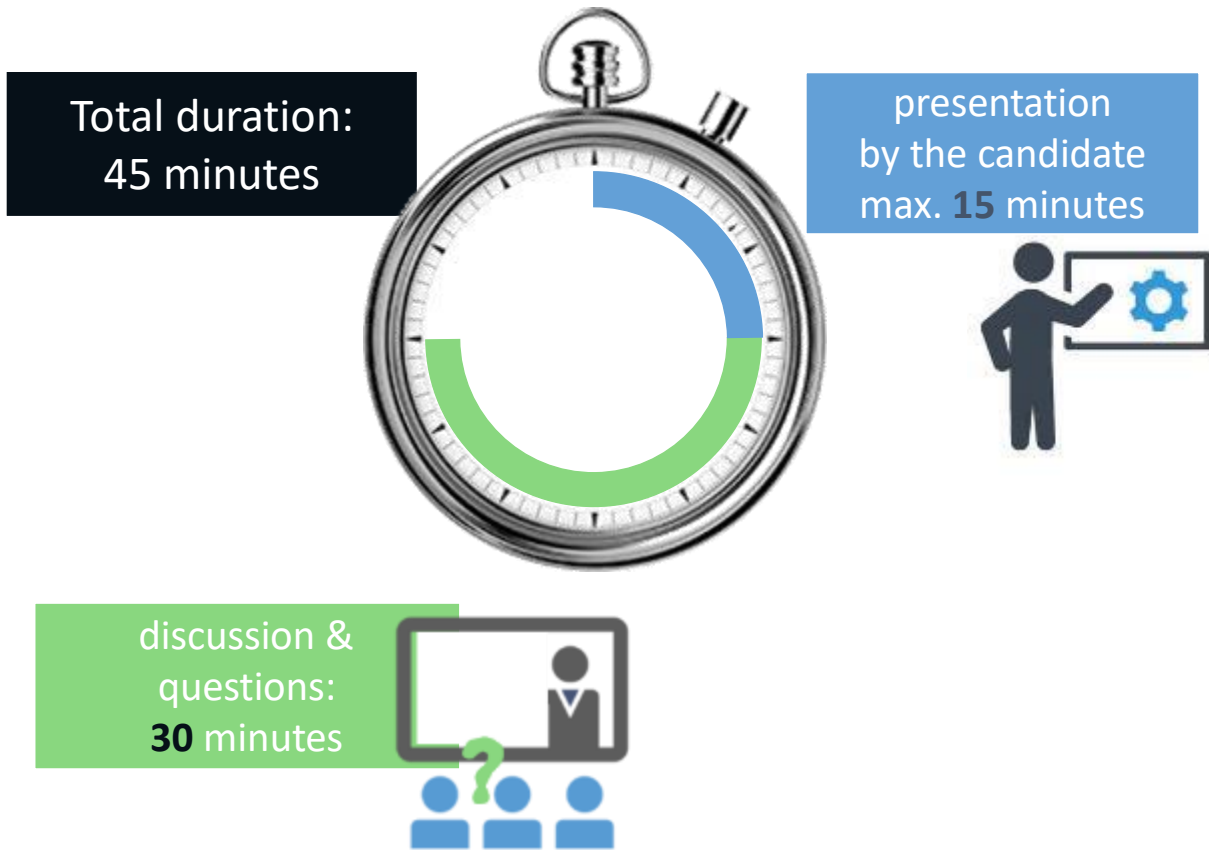
Interview conducted in both languages



## CONTENT/QUESTIONS

All questions to assess your experience,  
technical & behavioural competencies and  
your potential

# YOUR PRESENTATION



## TIMING

15 minutes limit  
Practice, practice, practice before!



## PRESENTATION



## LANGUAGES

Presentation in your preferred language  
(either English or French)



## CONTENT/QUESTIONS

Think about your key messages  
regarding your experience, technical &  
behavioural competencies and potential

# CERN CONTRACT REVIEW BOARD (CCRB)

Recommendation



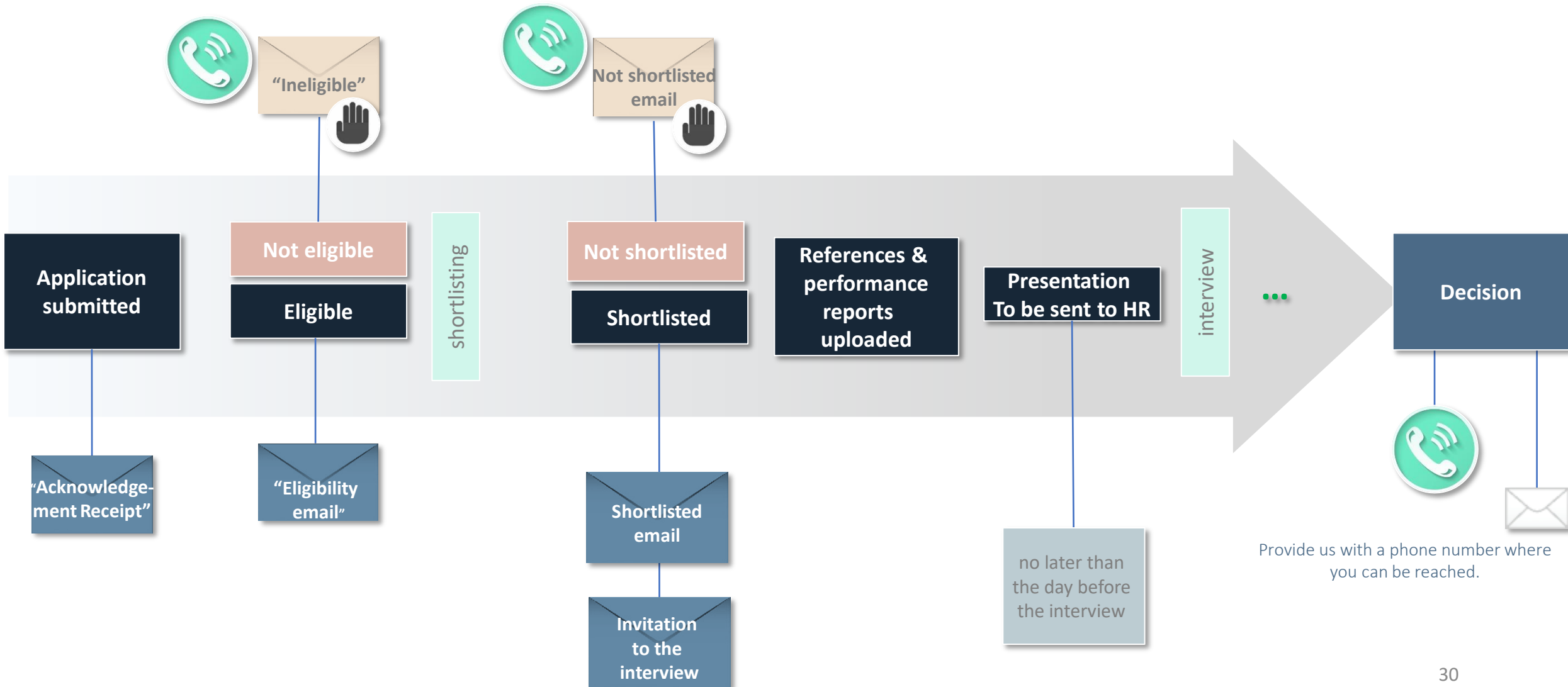
The only official information is provided by the HR representative.

All interviewed candidates will be informed verbally by the HR representative, and in writing via email, whether or not they have been selected for a post.

The review board makes a recommendation

and the Director-General takes the decision.

# COMMUNICATION FLOW



# LD2IC SUPPORT

Support and Advice = [HRA](#)

*General advice (no rehearsals or presentation review)*

*Support in how to complete your file*  
*Answer any further general questions*

Technical issues = [Service Desk](#)

Process questions = [CCRB team](#)

Do not leave it  
until the last  
minute!

